

POWER OF ATTORNEY INFORMATION SHEET

1. FILL IN THE FOLLOWING BLANKS FOR ALL POWERS OF ATTORNEY:

YOUR FULL NAME: _____

SSN# (OPTIONAL): _____ (N/A) _____
MILITARY STATUS: _____ RANK: _____
(AD; RET; FM of AD; FM of RET; etc.)

STATE OF LEGAL RESIDENCE: _____

IF ACTIVE DUTY, CURRENTLY STATIONED AT
(INSTALLATION NAME & STATE/COUNTRY): _____

TYPE OF POA (circle one):

GENERAL MEDICAL ONLY GUARDIAN (includes Medical) SPECIAL DURABLE

REQUESTED EXPIRATION DATE OF POWER OF ATTORNEY: _____ (No more than 1 year)

2. PERSON TO WHOM YOU ARE GIVING THIS POWER OF ATTORNEY:

FULL NAME: _____

CITY AND STATE OF RESIDENCE: _____

3. SPECIAL MEDICAL OR GUARDIAN (only):

Child/Children's Full Name(s) & [Date(s) of Birth – (OPTIONAL)]

(1) _____ (2) _____

(3) _____ (4) _____

4. SPECIAL POWER OF ATTORNEY:

Specify what this power of attorney is to be used for and give a complete description (i.e., if selling a car, give VIN and year make and model; selling real estate or purchasing real estate, give complete description of property):

NOTE: READ THE REVERSE SIDE OF THIS FORM REGARDING THE FORCE AND EFFECT OF THIS DOCUMENT

POWERS OF ATTORNEY

1. A Power of Attorney is one of the strongest legal documents that an individual can give to another person. The person you give the Power of Attorney to is called your “agent”. The Power of Attorney authorizes your agent to act on your behalf and carry on your business in your absence. Acts performed by the agent that are authorized by the Power of Attorney are legally binding on you. PLEASE NOTE that third parties (banks, businesses, etc.) do not have to accept or acknowledge your Power of Attorney; it is totally within their discretion to do so. To ensure that your Power of Attorney will be accepted you should contact the 3rd party and ask them about their policies and procedures regarding the acceptance of powers of attorney.
2. A GENERAL POWER OF ATTORNEY authorized your agent to act with respect to any matter, such as sign checks, withdraw your savings, borrow money, and sign contracts. In other words, an agent who has been given a General Power of Attorney can do anything that you could do personally, and his or her actions will be legally binding on you. It’s not good policy to have more than one (1) General Power of Attorney in effect at the same time.
3. A SPECIAL POWER OF ATTORNEY authorizes your agent to do one or more, certain specified acts, such as sell your car, ship household goods, or cash a paycheck. In Georgia, real estate transactions require a special power of attorney. Additionally, banking transactions may require a special power of attorney.
4. You should grant no greater power than is absolutely necessary. In addition, your agent should be someone in whom you have absolute trust and confidence.
5. You should only execute the original of your Power of Attorney. It is suggested that you give the original of this document to your agent and that you make a copy so that you may have proof of the powers which you have given. It is suggested that you provide the original to your agent because photocopies of your Power of Attorney are generally unacceptable to the recipient because they do not contain original signatures or the notary seal. If it appears that additional executed copies of your Power of Attorney are required, please discuss this with your legal office.
6. Your Power of Attorney will automatically terminate with the death of either yourself or your agent. Otherwise, it will terminate on the date that you specified on the document unless you revoke it earlier or there are limitations imposed by state law. You should not make a Power of Attorney last longer than necessary. In some states, the length of time a power of attorney may be effective is limited by law. This has two aspects. For example, state law may provide that a power of attorney may last for no longer than a year. Or, state law may provide that if the grantor of the power becomes mentally or physically incapacitated the power of attorney will terminate.
7. You may revoke your Power of Attorney at any time by taking appropriate legal action to revoke the document. Should you need to revoke your Power of Attorney before the termination date, please contact the Legal Office for further guidance.
8. All endorsements and instruments made by your agent pursuant to the Power of Attorney should be executed by him or her signing your name, followed by his or her name and words “attorney in fact”.
9. If you have any questions concerning your Power of Attorney please contact Legal Assistance at (404) 464-2626 or DSN 367-2626.